



FORWARD/FOREWORD/FOREWARD/FORWARD

OR

“LOVE THY P_^ROOFREADER”

KATALIN PEARMAN

Deduct_ble (a;i)
 Depend_nt (a;e)
 Resist_nt (a;e)

Defend_nt (a;e)
 Inadvert_nt (a;e)
 Sep_rate (a;e)

To proofread:

or presentation, as by
 correcting or adapting.

to read copy or printer's
 proof against the original
 manuscript for correc-
 tions.

SPELLING tests like these, and complex editing and proofreading tests, were included in the “Revising, Editing, and Proofreading Translated Texts” workshop co-sponsored by the Northwest Translators and Interpreters Society and the Washington State Court Interpreters and Translators Society. On Saturday, March 1, the four-hour workshop at the University of Washington drew over 50 participants. Melissa Meier Tarkki and Courtney Searls-Ridge, instructors at the Academy of Languages Translation and Interpretation Institute in Seattle, were the presenters.

Melissa has a Certificate in Technical Writing and Editing from the University of Washington Extension. Courtney has been editing her own work and that of other translators for many years. They opened with the basic definitions of revising, editing, and proofreading:

To revise:

to prepare a newly edited version of a text, or to change and modify.

To edit:

to prepare for publication

Throughout the workshop we were repeatedly reminded to be sure to verify and clarify with our clients, up-

front, what EXACTLY they expect of us. Terminology is regularly misused when it comes to checking someone's work. Often clients ask us

to proofread, when in fact, they are expecting us to revise, edit, and proofread. Or, they ask us to edit something, when in fact, they only want us to proofread.

When revising, make sure that GOOD ENGLISH is used. (Melissa said she owed a lot to her “less than forgiving” ninth-grade grammar teacher.) Editing (copy-editing) is a more mechanical process than revising; you look for missing phrases, words, punctuation errors, etc. Copy-editing (or is it copyediting!?) requires close attention to every detail in a manuscript, and awareness of the style to be followed (i.e. literary, legal, advertising, etc.). You have to be able

to make logical and defensible decisions - “I thought it looked better that way” will not do. You need to be able to tell the client which reference book can substantiate your version. A good knowledge of grammar and punctuation is crucial, or as Melissa would say, “know your dangling modifiers and participles”.... You will need to evaluate the text on several levels at once: for content, mechanics, and style. Check your document for clarity, economy, emphasis, coherence, accuracy and grace (i.e. did you enjoy reading it?). A few of the numerous potential pitfalls are subject/verb agreement, tense sequence (remember that sometimes you cannot translate tenses literally), pronoun agreement and reference, parallelism, added/omitted words, stacked modifiers, adjective used instead of adverb, run-on sentences (like the

Continued on page 5

NEXT NOTIS WORKSHOP!
RESUME AND DIRECTORY ENTRY

THURSDAY, APRIL 3, 1997
 6:30 -9:00 PM

GOWEN HALL 201
 UNIVERSITY OF WASHINGTON

INSIDE THIS ISSUE

NOTIS NOTES 2
 NOTIS NEEDS 3
 MISCELLANEOUS 3
 UPCOMING EVENTS 3
 BOOK REVIEW 4
 MEETING REVIEW 5
 WEB RESOURCES 7
 CALENDAR 8

**Northwest Translators
and Interpreters Society
(NOTIS)**

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NOTIS News is published six times yearly in odd-numbered months. Letters to the Editor, short articles of interest, and information for the calendar and other sections are invited. Submissions become the property of NOTIS News and are subject to editing unless otherwise agreed in advance. Opinions expressed are those of the authors and do not necessarily represent the views of the Editor, the Society or its Board.

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Membership in NOTIS	
Individual & Institutional	\$35.00 a year
Corporate	\$50.00 a year

For membership information write to NOTIS or call NOTIS Voice Mail (206) 382-5642.
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Home Page: <http://ourworld.compuserve.com/homepages/NOTIS>

NOTIS is a Washington State non-profit organization.

NOTIS NOTES

**WELCOME TO
NEW MEMBERS**

Mike Clark, Sarah Ellen Curtis, Muhammed Fazil, Yeo-Mee Y. Kim, Alex Kirichenko, Christina Manetti, David Myers, Craig Smith, Katja Sommer, Anna Veraldi Renouard, John F. Szablya, John E. Winskie and Tony Yaghmaie.

**WELCOME TO NEW
CORPORATE
MEMBERS**

The Language Exchange, Inc.

THANK YOU

To Melissa Meier Tarkki and Courtney Searls-Ridge for a lively and entertaining workshop on editing translated texts. We never knew how stimulating copyediting could be!

NEW NIB

The spring update to the NOTIS InfoBase will be appearing at the beginning of April. Look for it on our BBS, and on our home page (<http://ourworld.compuserve.com/homepages/NOTIS>). The deadline for changes of information - [If you have a new area code, see below!] - for the next update is the 15th of March.

AREA CODE ALERT

Effective April 27, 1997, two new area codes will be introduced in Washington State: 425 for the Northern Tier and 253 for the Southern Tier. The Northern Tier (425) will consist of the exchanges between and including Everett and Kent, and includes the existing 206 area code exchanges east of Lake Washington. The Southern Tier (253) will include the exchanges between Auburn, Des Moines, and Tacoma, plus Lakebay, Fox Island, Gig Harbor, and Burley. Please make sure to let us know if you have a new area code for any of your numbers; i.e. home, work, fax, pager, cellular, etc.

NOTIS NEEDS

COPY EDITOR

NOTIS needs a copy editor to proofread the provisional drafts of *NOTIS News* and report back to the editor. Requirements: One hour of proofreading every two months. Access to NOTIS BBS and ability to download files. Please call the NOTIS Voicemail if you are able to help.

CHAIRPERSON

NOTIS needs a chairperson for the Literary Special Interest Group. Requirements: A strong interest in literary translation. An ability to generate cooperation among like-minded members and the effort to set up appropriate meeting times and places. Please call the NOTIS Voicemail if this is vital to you.

PRODUCTION VOLUNTEER

NOTIS is seeking a production volunteer to handle ENN (Electronic NOTIS News). Requirements: Pagemaker 6.0 or higher, and will take about one hour every two months. Please call the NOTIS Voicemail if you are able to help.

MISCELLANEOUS

For Prospective Translators: A Training Opportunity (1997)

The English/French Diploma in Translation Programme, offered by the French Department, University of British Columbia, Vancouver, B.C., provides intensive preparation for Canadian or U.S. official certification examinations (CITC, ATA, etc.). Requirements: B.A. degree or equivalent, a high level of proficiency in the two languages, and passing a 3-hour entrance examination. The 30 credits, evening only, are to be completed in two years (part-time, courses offered by rotation). Deadline for application: International/U.S. applicants: March 31; Canadian citizens/landed immigrants: July 31. For further details call: (604) 822-2879/fax (604) 822-6675, or write: Coordinator, Diploma in Translation Programme, Department of French, University of British Columbia, Vancouver, B.C., Canada, V6T 1Z1.

Continued on page 6

UPCOMING EVENTS

NOTIS Resume & Directory Entry Workshop

Thursday, April 3, 1997, 6:30 - 9 pm
University of Washington, Seattle, Gowen Hall 201

Is it time to polish up your resume? You don't have one yet? There are so many different forms, but you can't decide which is best for you? Are you puzzled about how to format your information for electronic mailing? The NOTIS Resume and Directory Entry Workshop will help you resolve some of these questions. The workshop is designed as a review of resumes of all types. You will be able to examine poor examples and well as excellent ones. Bring your up-to-date version for review. The most effective way to present your entry for the NOTIS Directory will be explained, and specific "do's and don't's" will be illustrated.

For newcomers, this free workshop will provide practical information, but old-timers, too, may find it helpful to review their current marketing approach. NOTIS members and friends are welcome. No RSVP needed.

Reason #1 to renew your NOTIS membership:

**The NOTIS Directory
of
Translators & Interpreters**

WITS Annual General Meeting

Saturday, April 19, 1997, 12 noon - 5 pm
University of Washington, Waterfront Activities Center.
Parking is free after 12.

WITS (Washington State Court Interpreters and Translators Society) will hold its Annual General Meeting at the University of Washington. The speaker will be Frances Karttunen, author of *Between Worlds: Interpreters, Guides and Survivors*, an account of individuals throughout history who served as interpreters,

Continued on page 6

BOOK REVIEW:

"THE TRANSLATOR'S HANDBOOK" BY MORRY SOFER

Published November 1996 by
Schreiber Publishing, Rockville, Maryland
Price: \$24.95

This expanded version of the author's earlier *Guide for Translators* was written, he notes, only a year after completion of the *Guide*. While the *Handbook* offers a broad range of information in its many appendices, the haste in publishing the new work is apparent in a style reminiscent of those late-night college term papers we all wrote. More serious and disconcerting are the numerous inaccuracies and a lack of understanding of some important issues in the translation community.

The *Handbook* is intended to be a sourcebook for beginners and experienced translators. The book's 22 chapters address such topics as an historical overview of translation, translation techniques, key translation areas, translator-client relations, legal and financial issues, and record keeping. Two-thirds of the book consists of appendices listing dictionaries, dictionary sources, foreign language software sources, sources of translation work, translation courses and programs, translator accreditation, and professional periodicals. The most useful chapters are those addressing what the author terms the "nuts and bolts" of translation. Chapter 6, "Translation Techniques," begins with some tips on reviewing a source document. Some of the requisites for professional translators listed in chapter 3 also offer insight to the beginner, although the seventh requisite, concerning the need for speed, suggests that close to 3000 words

can be translated per hour using dictation. That statement deserves a speeding ticket.

The writing style ranges from scholarly to casual, and the seemingly excessive use of the "cut and paste" function gives new meaning to the term *déjà vu*. In chapter 5, addressing translation in specific languages, several sentences appear virtually unchanged, except for the language cited, in the Italian, Portuguese and Arabic sections. The phrase "as was mentioned before" shows up repeatedly. In one chapter, computers are

check programs, there should at least be no typos such as *asavialable*, *mointors*, *tham* or *insurace*, let alone incorrect information on bookstores and agencies.

Readers of this review may be familiar with the controversy surrounding the book's lack of references. This omission is puzzling, given the fact that citing sources is a standard practice of writing, and the book is aimed at a community of professional writers. A thread on the Compuserve Foreign Language and Education Forum (FLEFO) covered this matter in detail, and a recent letter to the editor in the *ATA Chronicle* continued the debate, raising some serious questions. The "Acknowledgement" at the beginning of the book does note space limitations as the reason for not citing sources. The substantial amount of white space in the second half of Appendix 4.1, where translation agencies are listed a second time geographically, would provide ample space for acknowledgements of the many useful sources that were undoubtedly tapped for the *Handbook*.

The awareness of important issues in the translation community is less than acute in the *Handbook*. Freelance translators who want to "...find out what the going rate is..." are advised to "...[consult] the American Translators Association chapter in

continued on page 6

MOVING?

Please let us know your new address and phone numbers so we can keep your membership record and directory information current. Remember, the electronic directory updates quarterly, and we want potential clients to be able to find you!

the "fastest-growing" field in translation; in another, business and industry are.

In the "Warning-Disclaimer" that the author felt compelled to include, the potential existence of mistakes is acknowledged. Errors that would catch the eyes of NOTIS members include our address being in San Francisco, and an incorrect rendering of our full name. It might have been more prudent to be less hasty in going to press and more careful in producing the book. Given the availability of spell-

Reason #2 to renew your NOTIS membership:

Great Programs
&
Workshops

MEETING REVIEW: ATA ACCREDITATION EXAMINATION WORKSHOP

NORGARD KLAGES

continued from page 1

"Love thy proofreader"

one I've just written), misused punctuation, etc. It is also very important to check for vagueness, inconsistency, inappropriateness and incoherence.

In publishing, proofreading requires working with a manuscript that has been set into type, where you "only" look for typographical errors and actual mistakes, and make only necessary changes. This is also referred to as comparing dead (manuscript) and live (galley) copy. The proofreader corrects the typesetter's work, not the writer's/translator's work. The proofreader looks for typographical errors, inconsistencies, numerical and alphabetical sequences, formatting and punctuation. The proofreader should not change the meaning, make needless changes or rewrite whole sentences. That's the editor's role.

Another practical suggestion Courtney Searls-Ridge gave us was the use of style sheets. Sometimes clients provide you with their style sheets to which they want you to adhere. You can also prepare your own style sheet, either manually on a sheet of paper, or as a glossary in the computer. You can enter names, phrases, numerals, abbreviations, etc.; things you use frequently in your text. It is a good idea to list the word in both the source and target language and some kind of reference (either the page number where the word occurs or just a numerical listing). Should you change your mind about a phrase after much of the translation has been done, with this reference number you can go back and change it much more easily. Also, by using a style sheet or glossary, you don't have to keep looking things up all the time, and you have consistency in spelling and word usage throughout your document. Melissa has put her general stylesheet on the NOTIS Bulletin Board (Style.rtf for PC; Macstyle.rtf for Mac).

The ATA accreditation examination workshop was held by NOTIS on January 25 on the University of Washington Campus. It was well attended by over thirty participants. The workshop consisted of a presentation examining the format of the ATA exam, a one-hour practice test, a break during which refreshments were served, and a discussion of the language pairings in individual groups.

Courtney Searls-Ridge and Jean Leblon, the organizer of the workshop, guided us through the format section with the aid of transparencies provided by the ATA. The workshop covered time-management for the test, skills to be tested, the nature of the passages, and rules and grading of the test, as well as materials which the test takers are allowed to use, e.g. print but not electronic dictionaries. This was all very valuable information highlighted by personal tips from Courtney Searls-Ridge and Jean Leblon. Their experiences offered details many of us had

not been aware of.

Those planning to take the test were then divided into their "language groups" and worked on the one hour practice exam (a prerequisite for the actual ATA exam!). In my group (German-English/English-German) all of us agreed that it was important to get a feel for the format and, especially, the length of the exam.

Everybody was relieved when break time was announced. Participants eagerly took in the well-deserved refreshments, and shared their impressions about the test.

The final part of the workshop was a meeting in small groups. Team leaders helped guide the small group discussions. The translations were compared and tips on test-taking strategies were exchanged.

To be able to participate in the workshop was a very valuable experience and I can highly recommend it as a preparation for the ATA accreditation examination, which will be held on April 12. Good luck to everyone!

————— NOTIS —————

You should also own an up-to-date dictionary, a thesaurus, and a style book (e.g. *The Chicago Manual of Style* or the *New York Times Manual of Style and Usage*). If you don't have one yet, be sure to acquire a list of standard proofreader's marks.

Courtney's extensive research showed that the fee for the above services is just as diverse and unstandardized as the concept of the services themselves. Some clients/agencies pay by the hour (sometimes with a limit to the number of hours). Others pay by the hour and specify how many words you should cover in an hour (editing for one hour = 1000 words; proofreading for one hour = 2000 words). Still others pay by the word. Clients/agencies may also pay different rates for editing than for proofreading, so be sure

to verify these details upfront!!

The workshop attendees had a chance to ask questions and bring up issues all through the presentation. Courtney and Melissa used a good mix of fact and humor, and even provided a key for all the tests. The use of PowerPoint really made the presentation smooth. The handout materials were extensive, including keywords on the session, articles on the subject, a list of proofmarks, and a checklist for editing. Some of the examples they used ranged from awkward to funny to frightful. One of my favorites was "Andrew, 26, is the son of Queen Elizabeth and a Royal Navy helicopter pilot." Amazing how much difference a little "is" can make....

Continued from page 3

"Miscellaneous"

Permanent Injunction

A permanent injunction was issued on January 3, 1997. This permanent injunction restrains the Department of Social and Health Services from awarding Request for Proposal No. 0267-99044, for Brokered Interpreters/Translators Services, Spoken/Written Languages as now exists, as amended or otherwise, to the apparently successful bidders (Merino Translation Services and American Cultural Exchange), or to any other bidder(s), and restrains and enjoins DSHS from entering into any contracts or work orders from the work specified in the Request for Proposal.

New Opportunities

West-Star Consultants, a multi-lingual translation/interpreter agency located in Las Cruces, New Mexico, is seeking to cultivate translators, interpreters, and narrators. The agency makes on-call contract offers and will focus on technical, commercial, and literary work from the private and govern-

mental sectors. Further information is available if you e-mail: weststar@totacc.com fax (505)-525-1777, telephone (800) 571-5451, or write to P.O. Box 244, Dona Ana, New Mexico 88032.

Pacific Northwest Unit of TTIG

The Translators and Interpreters Guild (TTIG) is a nationwide labor union for translators and interpreters. It is affiliated with The Newspaper Guild, which is part of the AFL-CIO and the Canadian Labour Council. The Guild is open to freelance and in-house translators and interpreters. It works to promote better wages and working conditions for Guild members classified as employees by assisting them in collective bar-

gaining with their employers. It also works in the legislative arena to lobby for the interests of independent contractors. The Guild also offers such services to its membership as a referral service, a mentoring program, and health insurance.

A Pacific Northwest Unit of TTIG was formed in 1996 and has seen growing membership in the past several months

since its inception. The PNW Unit is dedicated to playing a role in local issues affecting translators and interpreters, including the Department

of Social and Health Services brokerage plans, education, and the promotion of our industry. For more information or to find out about becoming a member, please contact:

Jim Vail at (206) 760-0146 or
Cristina Perez-Lopez at (206) 725-7644.



Continued from page 4

"Book Review"

your community or region..." despite an FTC prohibition against doing so. On a positive note, the author calls on translators to "[maintain] professional integrity." When discussing translation agencies, however, the author tells translators "Don't abuse their trust. It usually doesn't pay off." Does this imply that it sometimes *does* pay off? Whether or not it pays off should be irrelevant. It is unprofessional to do so.

The book would be of some use to someone just thinking about getting into the profession. It has less utility for the experienced translator, other than the

lengthy appendices. The aim of the *Handbook*, to provide a comprehensive source of information for translators, is a good one, as is the author's stated plan to correct and update future editions. There is indeed a lot of information in the book, but anyone considering its purchase should first translate one term: *caveat emptor*. The product does not reflect the careful approach our craft requires.

Reviewed by Sandra Burns Thomson,
Chair of the NOTIS Publications Committee.

Continued from page 3

"Upcoming Events"

translating their languages and cultures for those who have a need to know. She will illustrate her presentation with slides and research sources on this revealing topic.

Southwest Regional Conference

Texas/New Mexico translator and interpreter groups will present the Southwestern Regional Conference on Friday - Sunday, April 18-20, 1997 in Austin, Texas.

The conference will feature presenters from the Southwestern U.S. and Mexico, a keynote address by ATA President Dr. Peter

Continued next page

"Upcoming Events" continued

Krawutschke, an ATA accreditation workshop and examinations, and social and networking events.

The deadline for early conference registration (regular rate \$60), as well as reservation of hotel rooms at the conference rate (\$109 per night), is March 31, 1997. For more information, contact: Mike Magee at (512) 477-2977 or 74133.3551@compuserve.com. Hotel reservations may be made with Doubletree Guest Suites at (800) 222-8733.

In conjunction with the conference, Dr. Georganne Weller of the Centro de Estudios Superiores de Lingüística Aplicada, Mexico City, will conduct a Spanish-English conference interpretation workshop in Austin on Thursday - Friday, April 17-18, 1997. Registration is limited to 15 participants at the intermediate to advanced level. Please contact: Albert Bork at (512) 837-6448 or 73622.650@compuserve.com for more information on this workshop.

NAJIT 18th Annual Meeting and Educational Conference

Friday - Sunday, May 16-18, 1997, Embassy Suites SeaTac Hotel, Seattle, Washington.

The National Association of Judiciary Interpreters and Translators will hold its 18th Annual Meeting and Educational Conference in the Northwest this year. Pre-conference workshops May 15-16 will include Consecutive Interpreting, Legal Interpretation Issues in non-European Languages, and Sight Translation. Among the conference topics are: Translating Popular and Figurative Language; Simultaneous Interpretation: Theory and Quantitative Measurements; Interpreter Testing and Certification; Court Interpreter Ethics and Protocol; Translators, Interpreters and the Web. Presentations

by professional organizations and exhibits will also be available.

The fees are: Pre-conference Workshops (each) \$50 members, \$65 non-members; Conference \$210 members, \$240 non-members.

For further information contact: NAJIT, 551 Fifth Ave., Suite 3025, New York, NY 10176. Tel. (212) 692-9581, FAX (212) 687-4106, e-mail: headquarters@najit.org; http://www.najit.org

NOTIS Presentation on Transferring Translation Work Electronically

Tuesday, May 20, 1997, 6:30 - 8:30 pm

University of Washington, Seattle, Gowen Hall 201

You're in Seattle, using Microsoft Word for Windows 95. You've got a CompuServe account so you can access FLEFO. But your editor's in Dallas, working with WordPerfect for Windows 3.1 and an AOL account, and your client's in New York with Microsoft Word for the Mac and direct connection to the Internet! Should you 1) FedEx all your work; 2) come to this presentation; 3) give up and join the Peace Corps?

Door number 2, of course. Come to learn why you have so much trouble sending files (you get email messages just fine, don't you?) and what to do about it. A chart with the most up-to-date information available will also be provided.

Presenters:
Melissa Meier Tarkki and
Michael Broschat

WEB RESOURCES

If you'd like to use the Web to find translation-related materials, here are some commercial sites that may be of interest to you:

- ACEBO has court and medical interpreter training materials: www.acebo.com
- Adler's Foreign Books is also online with foreign language books: www.afb-adlers.com/
- The Catholic University of America Press: www.press.uchicago.edu
- Yale University Press (French in Action series): www.yale.edu/yup/index.html
- Oxford University Press: www.oup.co.uk/
- For Japanese books, try Charles E. Tuttle Co. Publishers: www.tuttle.co.jp/~tuttle/

And finally, there's a non-commercial site (sponsored by the European Union) with a Multilingual Glossary of Technical and Popular Medical Terms: allserv.rug.ac.be/~rvdstich/eugloss/welcome.html

Reason #4 to renew your NOTIS membership:

Networking with great colleagues!

CALENDAR

DATE	EVENT	DETAILS	TIME & PLACE
Thursday April 3	NOTIS Workshop	Résumé & Directory Entry	6:30 - 9 pm University of Washington Gowan Hall 201
Saturday April 12	ATA Exam	Accreditation Examination	1 - 4:00 pm University of Washington Architecture
Friday - Sunday April 18 - 20	Southwest Regional Conference	Keynote address ATA President Accreditation Workshop and Exam	Doubletree Guest Suites Austin, Texas
Saturday April 19	WITS Annual General Meeting	Frances Karttunen will comment on noted translators and interpreters	12 - 5 pm University of Washington Waterfront Activity Center
Thursday May 8	Slavic SIG	Discussion on Banking Terminology	7 - 9 pm Kirkland Public Library 308 Kirkland Avenue
Friday - Sunday May 16 - 18	NAJIT 18th Annual Meeting and Educational Conference	National Association of Judiciary Interpreters and Translators - All Topics -	Embassy Suites Hotel SeaTac
Tuesday May 20	NOTIS Meeting	Transferring Files Electronically	6:30 - 8:30 pm University of Washington Gowan Hall 201

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